



AGRICULTURAL EMPLOYER WORKSHEET

This worksheet is designed to help you know whether you are following state Agricultural Employment Standards and the Minimum Wage Act when you employ workers. Filling out this worksheet is not required, but answering the checklist in the affirmative will help prepare you to be successful when your employment practices are reviewed by a state or federal inspector.

Employer Information:

Business Name: _____

Address: _____

Number of employees (approx): _____ Number of acres: _____

Farm Labor Contractor:

I use a Farm Labor Contractor (FLC) to recruit, solicit, employ, supply, or transport workers Yes ☐ No ☐

If yes, name of FLC: _____

I have verified with L&I that this FLC holds a valid FLC license and bond Yes ☐ No ☐

FLC License #: _____ I have a written and signed contract with the FLC Yes ☐ No ☐

I am keeping track of the workers of the FLC or I have verified that the FLC is keeping such records. The FLC law requires that either the FLC or user of his/her services keeps records of names of workers, rate or rates of pay, number of piece work units if paid by piece work, number of hours worked, total pay period earnings, deductions identified and listed separately, and net pay.

I am keeping the records: Yes ☐ No ☐ I have verified the FLC is keeping required records Yes ☐ No ☐

To verify the status of the FLC, check L&I website: www.lni.wa.gov/WorkplaceRights/. In "Agricultural" section, click on "Farm Labor Contractors".

I have checked that the farm labor contractor is current with industrial insurance premiums Yes ☐ No ☐

To verify industrial insurance premiums, check L&I website: www.lni.wa.gov/ClaimsIns. See middle box to right of the screen.

Payment of Wages/Record Keeping:

I pay based on one or more of the following types of pay: Hourly ☐ Piecework ☐ Salary ☐

Per pound ☐ Per can ☐ Per box ☐ Per bin ☐

Per sack ☐ Per flat ☐ Other (specify): _____

Hours are recorded by: Time clock/time cards ☐ Written time cards ☐ Sign-in sheet ☐

Daily record book ☐ Attendance roster if used as time sheet ☐

Calendar with employee names and hours per day ☐ Other _____

I understand I am required to keep these records for a period of at least three years Yes ☐ No ☐

Paydays and Pay Statements: Paydays must be scheduled at no longer than monthly intervals.

I pay my employees Daily ☐ Weekly ☐ Twice per month ☐ Semi-monthly ☐ Monthly ☐

I provide pay statements to each worker on payday Yes ☐ No ☐ Each pay statement contains the required information:

Employee name Yes ☐ No ☐ Total hours worked Yes ☐ No ☐

Rate or rates of pay Yes ☐ No ☐ Piece rate if paid by piece rate Yes ☐ No ☐

Number of piece work units earned if paid on piece work basis Yes ☐ No ☐

Gross pay Yes ☐ No ☐ Dates of pay period Yes ☐ No ☐

Purpose of each deduction shown on pay statement Yes ☐ No ☐

Employer business name Yes ☐ No ☐ Employer address Yes ☐ No ☐

Business telephone number Yes ☐ No ☐

Meal and Rest Periods: I understand the requirements for meal and rest periods for my employees Yes ☐ No ☐

Meal breaks: If working more than 5 hours, employees must receive at least a 30-minute unpaid meal period; if they work more than 11 hours in a day, they must be allowed at least one additional 30-minute meal period. Rest breaks: Employees must be allowed at least a 10-minute paid rest period in each 4-hour work period. If paid on a piece work basis, the rest period time must be included in the number of hours for which the minimum wage must be paid.

My practice on meal periods is (describe): _____

My practice on rest periods is (describe): _____

Employment of Minors:

I employ minors (under age 18) Yes ☐ No ☐ I have a valid Minor Work Permit Yes ☐ No ☐

I have my valid Minor Work Permit posted on my premises Yes ☐ No ☐

I have completed and signed Parent/School Authorization forms on file for each of my minor workers Yes ☐ No ☐
(I understand I do not need the school signature if minors work only during non-school weeks.)

Number of minors employed (approx) _____

If yes, I schedule my minor workers for the hours permitted in each age group:

_____ **12/13** may be employed in the hand harvest of berries, bulbs, and cucumbers, and hand cultivation of spinach during weeks when school is not in session. They may work the same hours as for 14/15 yr-old workers

_____ **14/15** may work up to 8 hrs per day and up to 40 hrs per week during non-school weeks. During school weeks they may work up to 3 hrs on school days and up to 8 hrs on non-school days for a total of 21 hrs per week.

_____ **16/17** may work up to 10 hrs per day and 50 hrs per week during non-school weeks. During school weeks they may work up to 4 hours per day on school days and up to 8 hrs per day on non-school days, for a total of 28 hrs per wk

I understand the prohibited occupations for minors and do not assign or allow them to work in any of those jobs Yes ☐ No ☐

For more specific information and forms, check L&I's publication 'Young Workers in Agriculture' (form #F700-096-909, the L&I website at www.lni.wa.gov/WorkplaceRights (in Agricultural section, click on 'Agricultural Jobs for Teens'), or contact an L&I office.